




# OPERATIONS MEMO

Update of the California Student Aid Commission

October 16, 2003

GOM 2003-08

**TO:** High School Counselors  
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**SUBJECT:** 2004-2005 Cal Grant Grade Point Average Verification Guidance

This Operations Memo provides guidance to high school counselors who submit grade point average (GPA) verifications on behalf of students applying for 2004-2005 Cal Grant awards.

The following items are enclosed with this Operations Memo:

- *Cal Grant Grade Point Average (GPA) Questions and Answers for High Schools* information sheet to address commonly asked questions;
- *GPA Release Form* to assist schools in obtaining a student's Social Security number and authorization to release GPA information to the Commission. The form is available to students, parents, and schools on the Commission's Web site at: [http://www.csac.ca.gov/pubs/forms/grnt\\_frm/currentnews.pdf](http://www.csac.ca.gov/pubs/forms/grnt_frm/currentnews.pdf). It may be reproduced locally;
- *GPA Electronic Record Layout* for high schools using the electronic process for the first time—the methodology used to calculate a Cal Grant GPA has not been changed;
- *System Administrator's Access Request Form* and *WebGrants Information Security and Confidentiality Agreement* to request a user ID and password for high school staff access into the Commission's secure Web site. Schools which do not have current and updated "access" information on file with the Commission must submit properly completed documents, signed by the school principal, immediately to ensure proper GPA processing.

The Commission has made significant changes to the High School Web site. The GPA Collection System (GPACS) is being moved to the WebGrants portal used by postsecondary institutions and should be available by November 3. The Commission strongly encourages high schools to utilize WebGrants to submit GPAs. A Second Operations Memo will be distributed outlining the changes to the High School Web site.



State of California  
Gray Davis  
Governor

For more information you may contact us at:  
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The Commission is automatically distributing 100 copies of the 2004-2005 Grade Point Average Verification Forms to all California high schools. You may request additional forms by faxing or mailing a **Forms and Publications Order Form** to the Commission, which is available on the Commission's Web site, [www.csac.ca.gov](http://www.csac.ca.gov).

If you need further assistance, please contact Lynn Mayhew at (916)526-8038 or email at [lmayhew@csac.ca.gov](mailto:lmayhew@csac.ca.gov).

**Attachment:** Cal Grant Grade Point Average (GPA) Questions and Answers for High Schools  
GPA Electronic Record Layout  
GPA Release Form  
System Administrator's Access Request Form  
WebGrants Information Security and Confidentiality Agreement